

## TOP TEN PITFALLS AND HOW TO AVOID

### 1. Who Am I?

Remember to check the party ROLE drop down menu for the party you add and identify their role in the case, i.e. debtor, creditor, plaintiff, etc.

CM/ECF (Test) Iowa Southern - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: https://ecf-test.iastb.circ8.dcn/cg-bin/login.pl?635256453522251-L\_916\_0-1

What's Related

**ECF** Bankruptcy Adversary Query Reports Utilities Logout

**Party Information**  
Jimmie J. Jones SSN:456-78-9123

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role 

- Debtor (db:pty)
- Consultant (consult:prf)
- Counter-Claimant (cc:pty)
- Counter-Defendant (cd:pty)
- Cred. Comm. Chair (ccmch:pty)
- Creditor (cr:cr)
- Creditor Committee (ccrm:pty)
- Cross-Defendant (crd:pty)
- Cross-Claimant (cxc:pty)
- Debtor (db:pty)
- Debtor In Possession (dbpos:pty)
- Defendant (dft:pty)
- Examiner (ex:prf)
- Interested Party (intp:pty)
- Interim Trustee (intr:pty)
- Interpleader (i:pty)
- Intervenor (inv:pty)
- Intervenor-Defendant (id:pty)
- Intervenor-Plaintiff (ip:pty)
- Joint Debtor (jdb:pty)
- Judge (jud:jud)

Party text

Alias... Review... Add all aliases before clicking the Submit button.

Submit Cancel Clear

Document: Done

Start Donna Clark... CM/ECF (T... jlecfpart1...

10:10 AM

### 2. Where Am I?

The debtor's county of residence determines the divisional assignment, not by where it is convenient for counsel to attend the 341 meeting.

**ECF** Bankruptcy Adversary Query Reports Utilities Logout

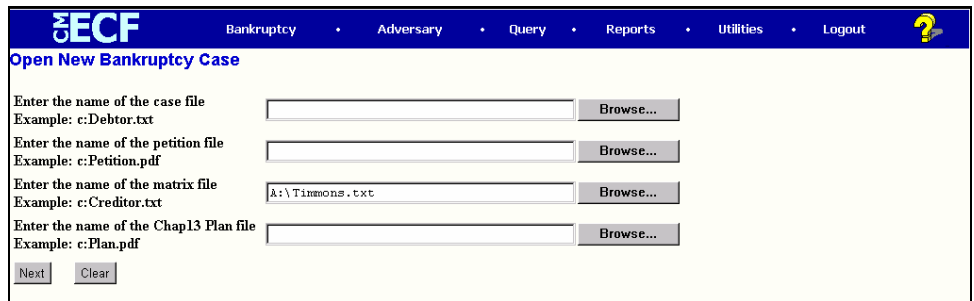
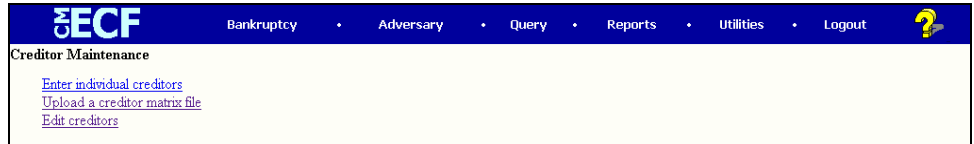
**Open New Bankruptcy Case**

Divisional Office is set to **Des Moines** based on the zip code **50002** of the debtor

Next Clear

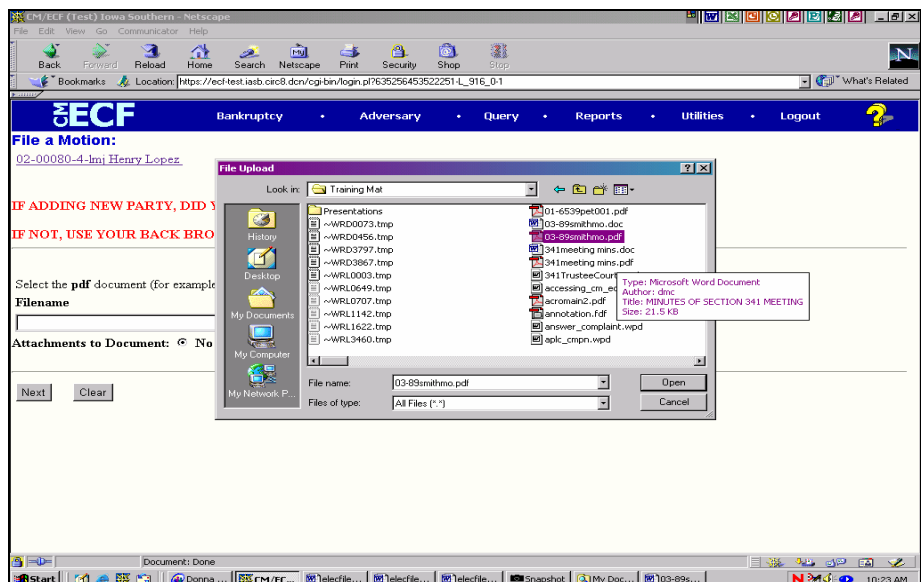
### 3. Matrix, Matrix. Who's got the matrix?

The matrix is part of the bankruptcy petition software. When entering a case via Open a BK Case, you must still remember to initiate a **separate** step to upload the creditor matrix file into the database. Note: This does not apply if you use the Case Upload option. A browse option appears to select your matrix. If you use the “One Touch” system with software packages this also uploads the creditor matrix.



### 4. Every document is unique and deserves its own name.

When you fail to give unique names to documents you scan, you will undoubtedly soon be unable to find anything in your documents folder. **Refer to User's File Guide Part 1, Chapter: Document Preparation, Section: File Name for hints on naming files.**



**5. The term verifications stems from “verity” or truth.**

Attorneys should not file verifications or amended documents without first having secured their client’s approval and original signature on a document. The document is retained in the attorney’s file.

**6. Oops I did it again!**

You probably don’t need a Motion to Withdraw a Document that is incorrectly filed. Use the code Withdrawal Document in Other/Misc.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a section titled "Miscellaneous". A dropdown menu is open, displaying a list of document types: Transcript, Verification of Matrix, Voluntary Petition Chapter 11, Voluntary Petition Chapter 12, Voluntary Petition Chapter 13, Voluntary Petition Chapter 7, Voluntary Petition Chapter 9, and Withdrawal of Document. The "Withdrawal of Document" option is highlighted in purple. Below the dropdown menu are two buttons: "Next" and "Clear".

**7. More creditors than you know what to do with?**

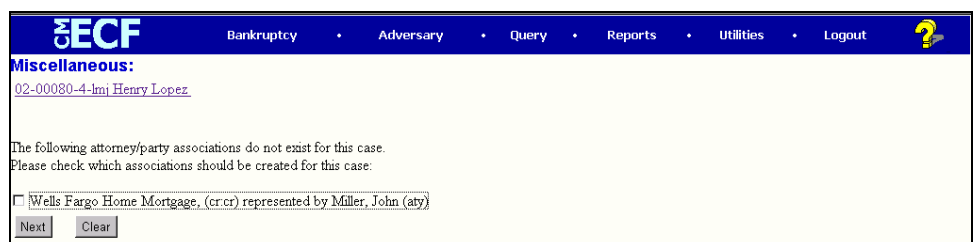
If the debtor has found more creditors after the bankruptcy has been filed, it is the attorney’s responsibility to file amended schedules, matrix and a notice with the court. It is also the attorney’s responsibility to notice the added creditor(s) of the bankruptcy and all applicable deadlines in addition to paying the court the \$20.00 filing fee. **Refer to User’s Guide Part 2, Chapter: Processing Motion, Section: Amendments.**

**8. Avoid embarrassment. Have an adequate credit card balance.**

If the attorney files a pleading or a case and the credit card is declined, there can be an entry on the court docket indicating the card was declined. ECF sends an e-mail to all participants in the case.

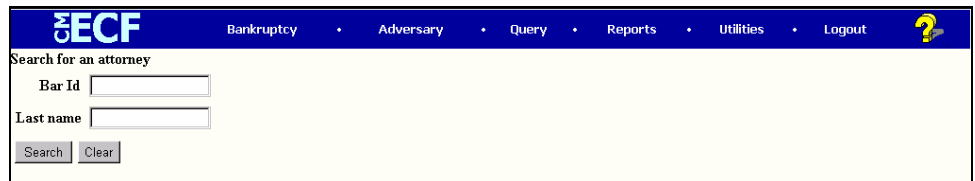
**9. How come the attorney didn’t get the e-mail?**

**DID YOU CHECK THE ASSOCIATION BOX WHEN THE FIRST PLEADING WAS FILED IN THE CASE?**



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a section titled "Miscellaneous:". Under this section, the text "02-00080-4-lmj Henry Lopez" is displayed. Below this text, a message states: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below the message, there is a checkbox labeled "Wells Fargo Home Mortgage, (cr:cr) represented by Miller, John (aty)". Below the checkbox are two buttons: "Next" and "Clear".

Did you change any address information when the attorney was added to a case? If an attorney is added to a case and the filer edits the attorney information on the screen, a new record is created for the attorney. This new attorney is NOT registered for ECF, does NOT have an associated login and password and will NOT receive e-mail in the case. **MODIFY ATTORNEY INFORMATION USING UTILITIES, MAINTAIN YOUR USER ACCOUNT.**

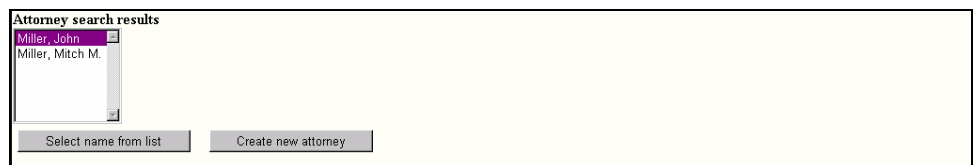


ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Search for an attorney

Bar Id

Last name




Attorney search results

Miller, John  
Miller, Mitch M.

The attorney is only in the database one time.

His database address is shown below.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Attorney Information (Party Lopez, Henry)  
John Miller Bar Id:150000001 Bar Status:Active

Office  Address 1

Address 2  Address 3

City  State

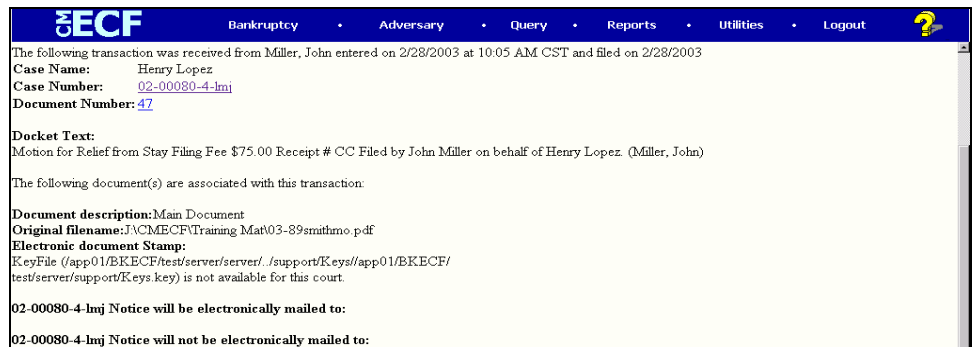
Zip  Country

Phone  Fax

E-mail  Lead attorney

Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.

After filing the document in a case, he receives an e-mail of the transaction.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

The following transaction was received from Miller, John entered on 2/28/2003 at 10:05 AM CST and filed on 2/28/2003

Case Name: Henry Lopez  
Case Number: [02-00080-4-lmj](#)  
Document Number: [47](#)

**Docket Text:**  
Motion for Relief from Stay Filing Fee \$75.00 Receipt # CC Filed by John Miller on behalf of Henry Lopez. (Miller, John)

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: J:\CM\ECF\Training Mat\03-89smithmo.pdf  
Electronic document Stamp:  
KeyFile (app01/BKECF/test/server/server/.support/Keys/app01/BKECF/test/server/support/Keys.key) is not available for this court.

02-00080-4-lmj Notice will be electronically mailed to:

02-00080-4-lmj Notice will not be electronically mailed to:

John Miller  
1234 Main St  
Des Moines, IA 50309

Mr. Miller decides to change his address with entry of the next case.

The screenshot shows the CM/ECF Attorney Information form for John Miller. The form is titled "Attorney Information (Party Lopez, Henry)" and includes the following fields: Office, Address 1, Address 2, Address 3, City, State, Zip, Country, Phone, Fax, E-mail, and Lead attorney. The "Lead attorney" field is set to "yes". At the bottom of the form, there are three buttons: "Add attorney", "Cancel attorney", and "Clear". A note at the bottom right states: "Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party."

Now Mr. Miller will not receive e-mail for his next case though he retained his e-mail address. The new party record is not registered for electronic filing.

Also, there are now **two** attorney records in the database for Mr. Miller.